

Scheduled Work

Estimate Start Date: _____ Estimated Completion Date: _____
(Extensions can be requested through email notification to the Public Property Coordinator in the Public Services Department)

The work is to be completed within sixty (60) days from the date of the permit or in a time frame established by consent of the Public Services Director or his designee. If work is not completed within that time or renewed, the permit will be cancelled, and a new permit will need to be issued. Fees per Chapter 26 of City Code apply.

Check All Applicable

- | | | |
|---|---|---|
| <input type="checkbox"/> Curb/Sidewalk | <input type="checkbox"/> Water Connection | <input type="checkbox"/> Above-Ground Utility |
| <input type="checkbox"/> Sewer Connection | <input type="checkbox"/> Directional Boring | <input type="checkbox"/> Building/Zoning Review |
| <input type="checkbox"/> Gas Connection | <input type="checkbox"/> Driveway Apron | <input type="checkbox"/> Planting |
| <input type="checkbox"/> Street Pavement | <input type="checkbox"/> Storm Connection | <input type="checkbox"/> Tree Trimming/Removal |

Other: _____

Sidewalk Closure Requested? Yes No (Details Page 3)

Lane Closure Requested? Yes No (Details Page 3)

Official City Use

Arborist/Building/Zoning Inspector: _____ Date: _____

Arborist/Building/Zoning Notes:

Arborist/Building/Zoning Request

- Approved
 Denied

Reason for denial: _____

Letter Produced (Department: _____ Initial: _____ Date: _____)

Requirements for Work

1. All work is to be performed in compliance with Chapter 26 of Winchester City Code and City Standards.
2. The work is to be completed within sixty (60) days from the date of the permit or in a time frame established by consent of the Public Services Director or his designee. If work is not completed within that time or renewed, the permit will be canceled, and a new permit will need to be issued. Fees per Chapter 26 of City Code apply.
3. This Permit must be kept on the work site and shown on request. All subcontractors must be supplied with this permit and restrictions/instruction communicated for public safety.
4. Compaction tests may be required on all major roadways and in other circumstances at the discretion of the City. If compaction tests are required, a copy of each test will be furnished to the Public Services Department before final restoration is made and the job accepted.
5. Traffic control is the responsibility of the applicant and all methods shall be approved by the Public Services Department prior to commencing work. The applicant shall submit a traffic control plan for approval and furnish any and all devices necessary for implementing the approved traffic control plan, including but not limited to signs, cones, barrels and flagmen.
6. Restoration shall be in accordance with the City of Winchester Standards Manual. Located at: <https://www.winchesterva.gov>
7. Any pavement cut not completed, and which will be left open for more than (1) day, shall be backfilled to surface elevation and sealed with temporary asphaltic emulsion mix (cold mix) or other approved method. Grade 21-A used alone will not be permitted. Any contractor or utility company found not meeting this requirement will be asked to leave the job.
8. Applicant shall provide to the Public Services Department the name of at least one contact person and a phone number where they can be reached 24 hours a day. This person shall be responsible for repairing any ditch of the applicant within 2 hours of notification by a Public Services Employee. Any ditch not being repaired by the applicant within the allotted time will be repaired by the Public Services Department or their agent and the costs of this work, plus administration costs will be charged to the applicant. This cost will include labor, materials, vehicles, overtime if necessary, and standby time, if warranted. The minimum charge for this work will be \$500.
9. Applicant agrees to be responsible for any settlement or deterioration of the work for a period of one (1) year after acceptance of final restoration by the Public Services Department. If applicant fails to remedy any defects in the ditch within ten working days

after notification by the Public Services Department, those repairs may be made by the Department or its agent, and the cost of such repairs, plus administrative costs will be billed to the applicant.

10. All work must be completed between the hours of 9:30am and 2:30pm, unless permission is granted for working outside these hours.
11. Contractor is responsible for notifying emergency services at the time of street closure and street re-opening. Please call 540-662-4131 to give notice of closings and openings.
12. Public Utility companies desiring to work in the street shall submit proof that an active franchise/license agreement or City contract is in effect.

Certification

Upon receipt of the requested permit, the applicant, his successors or assigns, agrees to indemnify and save harmless the City of Winchester from all claims for damages to persons or property by reasons of opening, installation or maintenance of any facilities in said street, alley or right-of-way, by virtue of this application.

I have read and understood all requirements outlined in this application package for Work in the City Right-of-Way. I hereby certify that I am authorized to make this application on behalf of the listed applicant and we agree to conform to all applicable laws, codes and ordinance of the City of Winchester and the regulations, MUTCD and Miss Utility "Call Before You Dig" regulations.

By signing this permit, I accept all liability associated with this encroachment.

_____	_____
Applicant Signature	Date
_____	_____
Print Name and Title	Phone # to call for permit

Installation/Restoration Inspection

PERMIT NO.

<u>Initial Inspection</u>	
ONSITE CONTACT	MEETING DATE
NOTES	
INSPECTOR SIGNATURE	DATE
<u>Backfill/Concrete Inspection</u>	
ONSITE CONTACT	MEETING DATE
NOTES	
INSPECTOR SIGNATURE	DATE
<u>Final Inspection</u>	
ONSITE CONTACT	MEETING DATE
NOTES	
INSPECTOR SIGNATURE	DATE

OFFICIAL USE ONLY

CITY OF WINCHESTER, VIRGINIA ROW PERMIT FEE ESTIMATE FORM

ROW No.: _____

Administrative fee due at the time of submission. Additional fees may be assessed in review of materials submitted.

PERMITTED LOCATION: _____ DATE: _____

CONTRACTOR: _____

CONTACT PERSON: _____ TELEPHONE #: _____

<u>ITEM/FEE</u>	<u>COST</u>	<u>UNIT</u>	<u>QUANTITY</u>	<u>COST</u>	<u>AS-BUILT QTY</u>	<u>AS-BUILT COST</u>
Processing/Review	\$75.00	Each	1	\$75.00	N/A	N/A

Traffic Control: (None City Events)

Closure – Street/Alley/Lane	\$50.00	Per Day w/approved detour	_____	_____	_____	_____
Sidewalk Closure	\$50.00	Up to 30 days	_____	_____	_____	_____

Installation

Temporary Dumpster/Storage Container	\$50.00	Each 30 days, 90 day maximum	_____	_____	_____	_____
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Driveway Apron/Entrances

Residential	No fee		_____	_____	_____	_____
Commercial	\$100.00	Each	_____	_____	_____	_____

Sidewalk

Replacement of up to 50'	\$50.00	LF	_____	_____	_____	_____
Replacement of every 50' thereafter	\$10.00	LF	_____	_____	_____	_____

Curb/Gutter

Replacement of up to 50'	\$50.00	LF	_____	_____	_____	_____
Replacement of every 50' thereafter	\$10.00	LF	_____	_____	_____	_____
Ramp Replacement	\$50.00	Each	_____	_____	_____	_____

Utilities/Cable/Electric/Gas/Telephone

Pole Installation/Relocation within City sidewalk	\$25.00	Each	_____	_____	_____	_____
Pole Installation/Relocation Outside of City Sidewalk	No fee		_____	_____	_____	_____

Underground Conduit/Utility

Installation up to 1000'	\$100.00	LF	_____	_____	_____	_____
Installation of every 1000' thereafter	\$25.00	LF	_____	_____	_____	_____
Service Line – Above-Ground	No fee		_____	_____	_____	_____
Service Line – Underground Requiring	\$25.00	Each	_____	_____	_____	_____

Utility Structures

Manhole/Handhole/Structure	\$25.00	Each	_____	_____	_____	_____
Pedestals	\$25.00	Each	_____	_____	_____	_____
Cabinets	\$25.00	Each	_____	_____	_____	_____

